

SAMPLE LETTER

From a public agency in response to a request for access to records

May 28, 2008

Jane Doe  
123 Main Street  
Any Town, Indiana 46000

Dear Ms. Doe:

As required by Ind. Code § 5-14-3-9, this letter is a response to your request for access to public records, which was received by this office on May 23, 2008. You specifically request the following: “a copy of the complaint files associated with formal complaints numbered 08-FC-04, 08-FC-09, and 08-FC-2007.”

The office is compiling and reviewing the records and anticipates having the entire packet ready (or an update of the progress of compiling and reviewing the records if it will take longer) by June 11, 2008. The copy cost will be \$.10 per page. We will notify you of the copy cost and will send you the records upon receipt of payment. If you prefer to pick up the records from the office, you may submit payment at that time.

Please do not hesitate to contact us if we can be of further assistance.

Best regards,

John Smith  
Any Town Public Agency